

Fact-finding Questions for RFA #2020-029 DATIM DHIS2 Backend Development

1. Are travel expenses meant to be part of the Phase I and Phase II budgets, or are they approved and billed separately?

For the travel outlined in the IV, per V, Cost application, the budget should have an itemization of all other costs, of which travel is one. Travel expenses should be included in the phase 1 and phase 2 budgets in the "Travel" budget category, not exceeding the [U.S department of state international per diems](#) or [U.S. general services administration per diem rates](#).

2. Our understanding is that Phase I ends on 12/31/2020 and Phase II ends on 12/31/2021. Is that correct?

Yes, per III, B. Proposed Project Timeline, PATH anticipates that subawards for phase 1 will end by December 31, 2020. However, phase 2 value and timeline will be contingent on additional annual funding cycles.

3. If a single proposal is submitted, could two entities invoice for the work separately?

Multiple entities may submit a single application, in which case the application must clearly delineate the complementary roles and responsibilities between entities with supporting budgets for each entity. The contracting mechanism(s), please review [grants and contracts basics](#) and the [investment process](#) for more details, will determine how we would expect invoicing to come in (i.e., in the case where two entities submit a single application, there are options on how we would move forward with contracting, which would depend on what is proposed in the application). Generally, a single application with multiple entities would be viewed as representing a single group with a lead member (e.g., prime). In this case, invoicing would be done by the lead/prime entity and distribution of funds to a third-tier partner would be the responsibility of the prime. However, there may be justification to explore other options that we would explore during the pre-award phase, following selection of successful applicant(s), in which case we encourage applicants to create work packages to delineate contributions by entity.

4. Will a proposal be considered that covers only a portion of the scope of work?

Per VI, applications must respond to accomplish the full scope of work outlined in VI, A.

5. Will the proposal submissions be subject to FOIA or otherwise publicly viewable?

Per X, B. Applications, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted. For the selected applicant(s), per the code of federal regulations (2CFR200), [200.337](#), the Freedom of Information Act (FOIA) will not apply to those records that remain under a non-Federal entity's control except as required under § 200.315 Intangible property or if required by Federal, state, local, and tribal statute. The non-Federal entity's records provided to a Federal agency generally will be subject to FOIA and applicable exemptions.

6. Please confirm that the expected elements are a budget narrative, a technical approach narrative, a staffing plan, and past performance references.

Please review V. for details but the required elements for the cost application are:

1. Detailed budget
2. Budget narrative

Please review VI for details, but the required elements for the technical application are:

1. Technical approach narrative in accordance with IV, A-B.

2. Identification of major internal and external resources, which may be demonstrated by the budget narrative.
3. Profile of relevant experience and examples of related work, which may be supplemented with the optional (see VII) past performance references.
4. Staffing plan accompanied by Curriculum Vitae (CV) for key technical positions, which must include a list of certifications possessed by each key technical personnel.

7. Could you provide a sample budget narrative, a sample staffing plan, and a sample technical approach narrative?

Templates are not required for applicant's submissions to this RFA, but Digital Square does provide templates for the open application process (OAP), which include elements of this request. Please review sample [detailed budget](#), [budget narrative](#), and [technical application template](#).